



STAFF REPORT

Meeting Date: April 19, 2016

Agenda Item #: 5a

TO: Mayor and Town Council

FROM: Susan Parker, Town Administrator

TITLE: Stormwater Management Plan Contract Award

ATTACH: Revised Proposal for Engineering Services (April 4, 2016)

Summary: The Town Council approved funding for the Stormwater Management Plan during the FY15/16 budget process for \$50,000. Staff developed a Request for Qualifications (RFQ) based on the information required to develop a comprehensive Capital Improvement Plan (CIP) with funding strategies.

Staff met with McGill and Associates to further develop the scope of work and provided some preliminary information regarding existing infrastructure and prioritized problem areas for analysis to help reduce the cost of developing this plan. The proposed cost of the Stormwater Management Plan is \$159,700.

Background:

September 23, 2015: RFQ Published

October 14, 2015: Request for Proposals Due Date

November, 17, 2015: Tabled by Town Council

December 14, 2015: Council directed staff to further develop a scope of work and cost estimate.

Fiscal Implications: Due to the late execution of this contract, an estimate of the outstanding expenses after June 30, 2016 will have to be included in the FY16/17 budget.

Council Action: After careful review, staff recommends awarding the Stormwater Management Plan contract to McGill and Associates for \$159,700.

Motion: Move to award Stormwater Management Plan contract to McGill and Associates for \$159,700.